

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
STAFF SERVICES ANALYST (GENERAL)**

Approved by Clinical Administrator CEA – Jose Perez (A)
Signature:  CEA(A)

Date Approved:

3/8/22

- 1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision of the Clinical Administrator, CEA, provide analytical support, review, consultation, coordination, and tracking for the Clinical Administration.
- 35%** Monitor vacancies, positions, and employee listings to ensure Program/Personnel information is correct and Employee work assignments are up to date. Provide technical assistance, advice, and consultation to appropriate departmental staff, mental health agency staff, and other public and private agency staff. Review, monitor, and evaluate staffing related information, to identify areas of concern and consult with management of potential impact.
- 35%** Coordinate and interface with the Personnel Department and Central Staffing Office to monitor, distribute, and process staff change of assignment paperwork for temporary, permanent, and new employees. Coordinate the placement of staff for assignments with the Personnel Department and the specific programs that the staff will be assigned to within the Clinical Services area. In conjunction with management, ensure staff scheduling procedures are consistent with Bargaining Unit Contract Agreements and Post and Bid to ensure requirements are met.
- 20%** Compile and submit reports for comparisons of hospital performance for a specified time period, with information from up-to-date sources, reference databases and with other hospitals. Ensure all required reporting to other State, governmental and private agencies are complete, processed, and submitted according to the required time frames, ensuring the content/evidence is relevant to subject findings/inquiry. Research and compose correspondence related to assignments and responds to requests for information from management and Department of State Hospitals (DSH).
- 10%** Maintain updated and adequate resources of material necessary to provide accurate information per policies and bargaining unit contract agreements. Participate on project teams or serve on committees. May serve as a member on area and community-wide committees.

2. SUPERVISION RECEIVED:

Clinical Administrator, CEA

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in

the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:
Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICAL PROFICIENCY (SITE SPECIFIC): None

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 2 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client, and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

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Supervisor Signature

Print Name

Date